

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU



FORM  
**SA-8139A**

## 2001 SERVICE ANNUAL SURVEY

Business, Professional, and Similar Organizations

**DUE  
DATE** ➔

**NOTICE** — Your report to the Census Bureau is **confidential** by law (Title 13, U.S. Code). It may be seen only by persons sworn to uphold the confidentiality of Census Bureau information and may be used only for statistical purposes. The law also provides that copies retained in your files are **immune from legal process**.

**RETURN COMPLETED FORM TO**



**U.S. CENSUS BUREAU**  
1201 East 10th Street  
Jeffersonville, IN 47132-0001

Any questions call  
1-800-772-7851 weekdays,  
8:30 a.m. to 5:00 p.m. EST

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813910

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E

(Please correct any error in name, address, or ZIP Code)

**YOUR RESPONSE IS REQUIRED BY LAW.** Title 13, U.S. Code, requires businesses and other organizations that receive this questionnaire to answer the questions and return the report to the Census Bureau.

### Item 1 SURVEY COVERAGE

This report covers all domestic locations operated by your company and its subsidiaries primarily engaged in promoting the business interests of members. These locations may conduct research on new products and services; develop market statistics; sponsor quality and certification standards; lobby public officials; or publish newsletters, books, or periodicals for distribution to members. Examples include chambers of commerce, trade associations, agricultural membership organizations (except youth farming organizations and farm granges), and real estate boards.

Does the above coverage describe this firm's business activity?

☐ 0001 1 ☐ Yes — Continue with Item 3

☐ 0002 2 ☐ No — Specify your business activity and continue with Item 3 ➔

☐ 0002

### Item 2 NOT APPLICABLE TO THIS FORM

### Item 3 REPORT PERIOD

Mark (X) the one box which best describes the period covered by your report.

If the data reported are for a period other than the "calendar year," please enter the beginning and ending dates.

☐ 0006 1 ☐ Calendar year — Go to Item 4A

☐ 2 ☐ Fiscal year

☐ 3 ☐ Less than 12 months

From

To

2001

Month	Day	Year
<input type="checkbox"/> 0007		
<input type="checkbox"/> 0008		

**Item 4A REVENUE****Total Revenue** \_\_\_\_\_

If a book figure is not available, an estimate is acceptable. Please refer to the enclosed instructions before making your entries.

Key code	2001			
	Bil.	Mil.	Thou.	Dol.
002				

**Item 4B E-COMMERCE RECEIPTS/REVENUE**

E-commerce includes sales and receipts from any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system. Transactions are agreements between buyers and sellers to transfer ownership of, or rights to use, goods or services. Payment for these goods and services may or may not be made online. Please see the General Instruction sheet for further clarification before completing this item.

**An estimate is acceptable if a book figure is not available.**

1. Did your firm have e-commerce receipts/revenue during 2001?

0011

1 ☐ Yes — Enter the date your firm began e-commerce sales. \_\_\_\_\_

0010

2 ☐ No — Continue to Item 4C.

Month (i.e., June=06)	Year (i.e., 2001=01)

2. What was your firm's e-commerce receipts/revenue for 2001? (Include e-commerce receipts/revenue in Item 4A. **Exclude** sales taxes.) \_\_\_\_\_

Key code	2001			
	Bil.	Mil.	Thou.	Dol.
005				

**Item 4C EXPENSES**

**An estimate is acceptable if a book figure is not available.**

1. Total operating and administrative expenses \_\_\_\_\_

2. Contributions, gifts, grants paid \_\_\_\_\_

3. Total expenses and disbursements \_\_\_\_\_

Key code	2001			
	Bil.	Mil.	Thou.	Dol.
008				
009				
003				

**Item 5 SALES TAXES AND OTHER TAXES**

Were sales taxes or other taxes (i.e. amusement, occupancy, use, etc.) collected from customers and forwarded directly to taxing authorities?

- 0077 1 ☐ Yes – Report the amount of such taxes →  
 2 ☐ No – Continue to Item 6.

Key code	2001			
	Bil.	Mil.	Thou.	Dol.
007				

**Item 6 NUMBER OF LOCATIONS****2001 Number**

0012

Enter the total number of service locations covered by this report as of December 31, 2001. →

**Item 7 OWNERSHIP OR CONTROL**

0014 Name of owning or controlling company

- a. Does another firm own more than 50 percent of the voting stock or have the power to control the management and policies of this company?

- 0013 1 ☐ Yes →  
 2 ☐ No

Number and street

City, State, and ZIP Code

EIN →

0015

-

- b. Did this firm acquire or merge with another company during 2001?

- 0016 1 ☐ Yes →  
 2 ☐ No

0017 Name of company acquired or merged with

Number and street

City, State, and ZIP Code

Date of merger or acquisition →

0018

Month

Year

EIN →

0019

-

**Item 8 REMARKS – Please use this space for any explanations that may be helpful in understanding your reported data. For any separate correspondence pertaining to this report, please include the IDENTIFICATION number shown in the address label area or at the top of the page.**

0027

Public reporting burden for this collection of information is estimated to average 0.2 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0422, Room 3110, FB 3, U.S. Census Bureau, Washington, DC 20233-1500. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0422" as the subject. PLEASE INCLUDE FORM NAME AND NUMBER IN ALL CORRESPONDENCE. Respondents are not required to respond to any information collection unless it displays a valid approval number from the Office of Management and Budget. This 8-digit number appears in the top right corner on the front of this form.

**Item 9 CERTIFICATION – This report is substantially accurate and has been prepared in accordance with instructions.**

0020 Name of person completing this report – Please print	0021 Address (Number and street, city, State, ZIP Code)	0022 Telephone
		Area code Number Extension
Signature of authorized person		0023 Fax
		Area code Number Extension
0024 Title	0025 Date	0026 E-mail address

**Please return the completed form in the enclosed envelope.  
 If you prefer, you may fax the completed form to 1-800-447-4613.**



# SERVICE ANNUAL SURVEY

## Grantmaking, Civic, Professional, and Similar Organizations

### GENERAL INSTRUCTIONS

Your report should be completed and returned in the preaddressed envelope provided on or before the due date. **If the report does not appear to apply to your kind of business or activity, describe your business or activity in Item 1 and complete the remainder of the form as accurately as possible.**

If filing within the required time frame will cause an undue burden and you would like an extension, or if you have any questions, please write to the

**U.S. Census Bureau  
1201 East 10th Street  
Jeffersonville, IN 47132-0001**

or call our Census Bureau representative in Jeffersonville, Indiana at 1-800-772-7851, weekdays from 8:30 a.m. to 5:00 p.m., eastern time.

**Always include** your identification number, located in the address label, in any correspondence.

IF BOOK FIGURES ARE NOT AVAILABLE, ESTIMATES ARE ACCEPTABLE.

Please read all instructions before making your entries.

Report data for the calendar year specified. If calendar year records are not available, we will accept fiscal year data. Please note, however, that we prefer estimates for the calendar year to book figures covering a different time period. Report all values in dollars (omit cents). Enter "0" in items where appropriate. Please do not combine data for two or more revenue lines.

For location(s) sold or acquired during the year specified, report only for the period that the locations were operated by this firm.

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### SPECIFIC INSTRUCTIONS

#### Tax-Exempt Firms Revenue

Except for firms operating on a commission basis, report revenue for all services rendered and any sales of merchandise for the calendar year specified, even though payment may have been received at a later date. **Firms operating on a commission basis should report commissions, fees, and other operating income, not gross billings or sales.**

#### *Include –*

- Program service revenue for services provided in 2001, whether or not payment was received in 2001.
- Gross sales of merchandise, minus returns and allowances.
- Income from interest, dividends, gross rents (including display space rentals and share of receipts from departments operated by other companies), royalties, and other investments.
- Net gains (or losses) from the sale of real estate (land and buildings), investments, or other assets (except inventory held for resale).

#### *Include – Continued*

- Gross contributions, gifts, and grants (whether or not restricted for use in operations).
- Dues and assessments from members and affiliates.
- Commissions earned from the sale of merchandise owned by others (including commissions from vending machine operators).
- Gross receipts from fundraising activities.

#### *Exclude –*

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Gross receipts of departments or concessions operated by other companies.
- Amounts transferred to operating funds from capital or reserve funds.

# **SERVICE ANNUAL SURVEY**

## **Grantmaking, Civic, Professional, and Similar Organizations**

### **SPECIFIC INSTRUCTIONS – Continued**

#### **E-commerce Revenue**

(In the following instructions, online refers to any transaction completed over an Internet, extranet, EDI network, electronic mail or other online system.)

##### ***Include –***

- Revenue from online orders for goods or services placed by a buyer.
- Revenue from online services provided where charges are based on the usage of those services (e.g., commissions or fees from use of computerized reservation systems, financial transaction processing systems, etc.)
- Commissions or fees from the trading of securities or the sale of other financial products online (e.g., insurance, loans, etc.).
- Commissions or fees from selling or from facilitating the sale of third party products (e.g., click-through including referral fees) through your company's Web site.
- Revenue from orders or contracts negotiated online with a buyer and seller on the price and terms for transferring ownership or the rights to use goods or services.
- Revenue from telephone transactions using interactive voice response systems.

##### ***Exclude –*** revenue from:

- Online billings where the order or contract was not negotiated online.
- Delivery of services online where the order or contract was not negotiated online.
- Provision of telecommunications and related infrastructure systems (e.g., data transfer, Web hosting, Internet access) where the order or contract for such services was not negotiated online.
- Orders for goods or services placed by facsimile machine or over switched telephone network.

#### **Expenses**

Report costs incurred during the survey year specified even though payments may have been made at a later date.

##### ***Include –***

- Payroll and employee benefits.
- Interest and rent expenses.
- Supplies used for operating your business, cost of merchandise sold, and other expenses allocated to operations during the year.
- Contracted or purchased services.
- Fees paid to other organizations for fundraising.
- Depreciation expenses.
- Expenses of locations providing support services (e.g., repair services, administrative services, etc.) for your service establishments.
- Program service grants, specific assistance to individuals, and benefits paid to or for members.

##### ***Exclude –***

- Sales and other taxes collected directly from customers or clients and paid directly to a local, State, or Federal tax agency.
- Outlays for the purchase of real estate (land and buildings); for construction; for additions, major alterations, and improvements to existing facilities; and all other capital expenditures.
- Funds invested.
- Income taxes.
- Assessments (dues) paid to the parent or other chapters of the same organization.
- **For firms engaged in raising funds** – Funds which are transferred to charities or other organizations.